



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO
ATTENTION OF:

IMPA-FRA-PWM

21 APR 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Building Assignments on Fort Richardson (Policy #07-10)

1. References:

- a. USARAK Regulation 190-1, Physical Security Program.
- b. USARAK Regulation 405-3, Real Estate Utilization
- c. AR 405-45, Real Property Inventory Management.
- d. USARAK Regulation 420-2, Requesting Work from DPW.
- e. USARAK Regulation 420-11, Fire and Emergency Services.
- f. AR 420-90, Fire and Emergency Services.
- g. DPW form 15.
- h. DD Form 577, Signature Card.
- i. DA Label 179.

2. This memorandum establishes the US Army Garrison, Alaska and Fort Richardson (USAG-AK and FR) policy for Building Assignments and Building Manager Assignments.

3. Each building on Fort Richardson is the responsibility of the primary user of the building. Unit commanders or civilian organizational heads will assume responsibility of a building by signing DPW Form 15. The responsible officer will appoint a primary and alternate building manager by Memorandum for Record (MFR) along with DD Form 577, with the appropriate signatures. The responsible officer will provide one (1) copy of each to the Directorate of Public Works (DPW) Real Property Office.

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4. Responsible officers, primary and alternate building managers with current signature cards (DD Form 577) and DPW Form 15 on file, are the only persons authorized to submit work or key requests to DPW.
5. Responsible officers will ensure the primary and alternate building managers' names and after hours phone numbers are submitted to the Provost Marshal's Office.
6. Building managers will publish a Memorandum of Instruction (MOI) establishing the maintenance, security and administrative responsibilities of all organizations in their buildings, with a copy furnished to the DPW Facility Management Office.
7. Responsible officers will appoint a building Fire Warden for each building by MFR submitted to the Fire Prevention Officer.
8. The building manager or designated representative may coordinate with DPW point of contact or USAG-AK and FR Operations to develop procedures and a MOI.
9. Point of contact for this memorandum is Vikki Gilmore at 384-2698 or [vikki.qilmore\(E3us.army.mil\)](mailto:vikki.qilmore(E3us.army.mil)).



DONNA G. BOLTZ

Commanding

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SUBJECT: Building Assignments on Fort Richardson (Policy #07-10)

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